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3 December 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Senior Seminar Weekly Report
29 Nov. - 3 Dec., 1971

1. This week the Staff continued mopping up after the Seminar. All but one of the final evaluations of the course by participants has been received and collated for the forthcoming memorandum to the DTR. Out of the blue, we were informed telephonically by the ADDI that he is receiving a "terrific" reaction from DDI participants - not unexpected by us in view of their individual evaluations.

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2. The on-board staff was reduced this week by [redacted] return 1 December to the CA Staff. He made a fine contribution to the Seminar, and will be missed for his personal as well as professional qualities. The Staff Chief, [redacted] went on jury duty for the month of December, but is keeping in touch with us as much as possible. (For the record, our Administrative Officer, [redacted] was pulled back to the DDS Staff on the final day of the Seminar, 24 November. He has been back several times, however, to help finish furnishing the Seminar suite as originally planned.)

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3. New furniture, which should have been in place prior to the opening of the Seminar, continues to arrive. Twenty-two "VIP" chairs for the lounge and reception area arrived this week. All the study carrels are finally in place. We are informed that the 23-foot boat-shaped conference table, too large to enter the building in three parts as received, is being further subdivided in the OL carpentry shop and probably can be installed next week. [redacted] is reported "in town" and planning to inspect our execution of his interior decorating plan any day.

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Senior Seminar Staff